



**Virginia Social
Services System
Strategic Planning
Steering Committee
Charter**

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1. Introduction

The Virginia Social Services System (VSSS) is an organization consisting of many entities/partners. Each of these entities/partners has a role to play in the administration and delivery of benefits and social services to the citizens of Virginia. Examples of these entities/partners are the local departments of social services (LDSS), the community action agencies (CAA) and the state Department of Social Services.

The Virginia Social Services System is implementing strategic planning to assist in driving the organization towards a common vision and set of goals. One objective is to institutionalize planning as a process that is used not only to guide all entities/partners within VSSS, but as a tool that can be used in making key decisions and assist in tracking progress towards achieving its goals and reaching its vision. Therefore strategic planning must be implemented as a process that is used on an almost daily basis and not the production of an annual product.

One key component of this process is the Strategic Planning Steering Committee. This committee will be the main driving force behind the process. It will oversee, track, monitor and champion the strategic planning process across VSSS. It will consist of key individuals and representatives from within VSSS and will have external representation from the Virginia business and customer communities.

This document (“Strategic Planning Steering Committee Charter”) will detail the roles and responsibilities of the steering committee. It will also detail its membership and governance rules.

2. Purpose

The main purpose of the Strategic Planning Steering Committee is to change the outcomes for the residents of the Commonwealth. In addition to this overarching objective there are also a number of specific objectives for the committee as detailed below:

- Institutionalize, promote and champion the strategic planning process.
- Move the Virginia Social Services System to a performance and outcomes based organization.
- Promote collaboration among all entities/partners with the Virginia Social Services System.
- Guide the Virginia Social Services System based upon actual data.
- Build a cohesive Virginia Social Services System through the use of the strategic planning process.
- Ensure continuous organizational education and learning in related subjects.

3. Scope

The Strategic Planning Steering Committee will oversee all aspects of the strategic planning process for the Virginia Social Services System.

The Strategic Planning Steering Committee is not intended to place any restrictions or guidelines on strategic planning activities conducted by any partner. The VSSS strategic plan and associated processes may influence strategic plans and processes owned by partners.

The Strategic Planning Steering Committee will ensure that VSSS plans and processes take into account external factors such as the “Roadmap for Virginia’s Future”.

4. Roles & Responsibilities

In addition to supporting and promoting the concept of the Virginia Social Services System and strategic planning as a process, the Strategic Planning Steering Committee will also be responsible for the following:

- 4.1 To champion the process at every opportunity to all entities/partners within VSSS.
- 4.2 To ensure a proactive marketing process exists to promote and demonstrate the benefits of the process.
- 4.3 To be the owners of and ensure VSSS is producing all required planning deliverables in a timely manner as defined within the VSSS annual planning calendar.
- 4.4 To be ultimately responsible to ensure data is made available in a timely manner to support the measurement of key performance indicators as detailed within VSSS plans.
- 4.5 To ensure that reporting is implemented at all required levels to enable VSSS to understand its current status.
- 4.6 To ensure that key elements of the VSSS Strategic Plan (i.e. goals and strategies) are assigned to specific individuals to promote and to continuously review progress.
- 4.7 To ensure that appropriate policies, procedures and processes are implemented where necessary to make strategic planning a process and not a product.

5. Structure

The structure of the Strategic Planning Steering Committee will include a cross-section of representation from the Virginia Social Services System. In addition, it may also include representation from the State Board of Social Services, higher education, local business community and customer population.

In addition to the membership, the steering committee will be supported by the organization's planning unit/function. The planning unit/function will supply all administration support and will be assigned action items where appropriate.

6. Governance

Following is the governance for the Strategic Planning Steering Committee.

- 6.1 Steering Committee membership shall not exceed twenty-five (25) people.
- 6.2 Decisions will be made by consensus of the committee members present.
- 6.3 The steering committee will determine the frequency of meetings.

Document Information

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